



**Arizona Juvenile Justice Commission  
Grants Committee  
Governor's Office of Youth, Faith and Family**

1700 West Washington Street, Suite 230, PHOENIX, ARIZONA 85007

A meeting of the Grants Committee was convened January 18, 2019, at the Governor's Office of Youth, Faith and Family, 1700 West Washington St. Suite 230, Phoenix, Arizona 85007, notice having been duly given.

Members Present (4)	
Dorothy Wodraska, Chair	Robert Thomas
Debra Olson	Earl Newton
Staff/Guests Present (1)	Members Absent (1)
Steve Selover, GOYFF	Mindy Flannery

**Call to Order**

- **Ms. Dorothy Wodraska**, Chair, called the meeting to order at 10:02 a.m. with four members and one staff present.

**Introductions**

- **Ms. Wodraska**, Chair, asked members and staff to introduce themselves.

**Approval of Minutes**

- **Ms. Wodraska**, Chair, asked for a motion to approve the minutes from September 27, 2018, as drafted.
  - **Dr. Robert Thomas** motioned to approve the minutes.
  - **Mr. Earl Newton** seconded the motion to approve the minutes.
- Motion carried with no dissenting votes.

**Title II Grantees**

- **Mr. Steve Selover**, asked members to review the subgrantee quarterly report that was used as an example to demonstrate how the Title II programs report progress. **Mr. Selover** also referred to the list of subgrantees and the subgrantee checklist. The checklist provides committee members with a quick reference to determine which programs are working on the implementation plan and goals and objectives.
- **Dr. Thomas** noted an error in the report that was provided. **Mr. Selover** stated that he would contact the subgrantee for clarification.
- **Dr. Thomas** asked why the subgrantee Terros Health has not yet made progress on their goals. **Mr. Selover** replied that the program facilitator was recently hired, which delayed implementation.

**Mr. Selover** also advised that the delay in the award announcements also pushed back several subgrantees' timelines for implementation.

- **Ms. Wodraska**, Chair, asked whether the program proposals built in extra time needed for program development, such as hiring and training. **Mr. Selover** stated that most new subgrantees receiving their first year of funding acknowledge that time will be required for acquiring various resources needed once they are informed they will be receiving the grant, but there are occasionally circumstances that extend this planning phase longer than expected.
- **Mr. Newton** asked whether subgrantees are penalized for late report submissions. **Mr. Selover** advised that typically the subgrantee will contact the program administrator to let him know that the report will be submitted late, and that usually a high-quality report submitted a week late is preferred over an on-time report containing many errors. **Mr. Selover** added financial reimbursements are not processed until the report has been submitted. In addition, future funding proposals may be negatively affected if the subgrantee has a history of consistently late submissions and additional demonstrations of non-compliance such as delayed correspondence by the grantee.
- **Mr. Newton** inquired whether there is a method in place to obtain feedback from the schools or other institutions that are receiving the services, in addition to feedback received from the children and families in the program. **Mr. Selover** stated at this time there is no evaluation set up to evaluate satisfaction of the subgrantees' partners. Committee members agreed that this would be a helpful tool in retrieving additional outcomes, in addition to those that the subgrantee provides.
- **Ms. Wodraska**, Chair, asked for a motion to implement a third-party survey.
  - **Mr. Newton** motioned to establish a survey for Title II subgrantee partners to measure satisfaction and retrieve feedback on the program performance.
  - **Dr. Thomas** seconded the motion as stated.
- Motion carried with no dissenting votes.
- **Mr. Selover** described the on-site visit process as a programmatic and financial audit of the subgrantee's program. **Mr. Selover** stated the formal audit must occur at least once during the three-year grant cycle during which the program is funded. **Mr. Selover** advised that he conducts informal site visits as well, which often involve an observation of the program in action.
- **Mr. Selover** stated the Grants Committee will be invited to these informal visits as they are scheduled.
- After reviewing the list of funded Title II programs, **Dr. Thomas** asked whether the amounts listed were the amounts awarded. **Mr. Selover** recognized that the amounts listed are the requested amounts, and the actual award amount may have changed. **Mr. Selover** advised he would revise the document to reflect the correct awarded amounts.

#### **Children's Justice Act Grant**

- **Mr. Selover** provided an update on the Children's Justice Act grant activity, explaining the funded programs are entering the third and final year of funding as of January 1, 2018.
- **Mr. Selover** stated that the quarterly progress reports for the CJA programs will be available at the next Grants Committee meeting.
- **Mr. Selover** advised that a list of the current CJA funded programs would be emailed to the members after the meeting.
- **Ms. Wodraska**, Chair, and **Dr. Thomas** commented that the subgrantees should periodically present to the Arizona Juvenile Justice Commission to allow members to directly hear how the funding is being used.

- **Mr. Selover** agreed to invite these programs to present and added that as the subgrantees build on their outcomes, they will be offered the opportunity to showcase their program.

#### **Next Meeting Date**

- **Ms. Wodraska**, Chair, announced the next meeting date is scheduled for April 5, 2019, at 10:00 a.m.

#### **Call to the Public**

- **Ms. Wodraska**, Chair, made a call to the public. No members of the public were present.

#### **Adjournment**

- **Ms. Wodraska**, Chair, requested a motion to adjourn the committee meeting.
  - **Dr. Thomas** motioned to adjourn the committee meeting.
  - **Mr. Newton** seconded the motion to adjourn the committee meeting.
- Motion carried with no dissenting votes. The Grants Committee adjourned at 11:00 a.m.

Dated January 23, 2018  
AJJC Grants Committee  
Submitted by Steve Selover. GOYFF Program Administrator